



Nurture

Aspiration

Creativity

Inclusion

Equality

December 2021

Dear Colleague,

School Business Manager (SBM)

Thank you for your interest in Meridian. This vacancy provides a fantastic opportunity for you to join our friendly and committed staff team and make a difference to our children by taking a lead role in managing all the business aspects of our school. This letter aims to tell you a little about our school, the role, and why you may want to apply!

Our School

A successful one-form entry primary school with a nursery, we aim to know all of our families well. Our children come from richly diverse backgrounds with over 30 languages spoken and our intake is complemented by a designated special provision for up to 18 deaf children. We believe that positive relationships and a caring ethos are the foundation for great learning. We have high aspirations for each and every child and are always looking for new and innovative ways to accelerate their progress. We are also interested in exploring creative ways to meet the challenges of the future, ensuring our school is financially stable and self-sustaining.

The staff team have responded with resilience and creativity to the recent challenges raised by the pandemic - read all about our journey through our newsletters on the school website. We are part of the GCSP - an informal partnership of over twenty nursery, primary, secondary and special schools in Greenwich - who work together for the benefit of all of our children. Within this group, the SBMs benefit from an active and supportive network.

Sitting between the park and the River Thames, Meridian is uniquely placed to make learning exciting, fun and relevant. The Meridian Line runs through the very centre of our school. From our rooftop Arts studio, children and staff have the privilege of learning and teaching in view of Greenwich's World Heritage site! We have great travel links and strong partnerships with local settings such as Greenwich University.

The Role

Everyone is important to the success of the Meridian team and to ensuring positive outcomes for children. The School Business manager will be part of the Senior Leadership Team and will play a key role in enabling me and other leaders to focus on teaching and learning.

We are interested in candidates who share our whole school values and who are well-organised and resilient. If you are interested in applying, you will have a background in financial management and administration and be committed to collaborative working.

If you would like to find out more about the post or the school, please do not hesitate to contact me - visits are warmly welcomed. I look forward to your application and hearing about your experience and skills, and why you would like to work at Meridian.

Kind regards,

Jo Graham - Headteacher

How to Apply for this Post:

Candidates who apply for this post should complete an application form which can be downloaded from the TES website. CVs will not be accepted.

Your personal statement can be completed on the application form or attached to it. This is your chance to show us how well you can do this job. **You need to refer to all the criteria on the person specification.** Just saying you can do something is not enough; we need an example. You can use examples from work, school, college, hobbies, voluntary work or daily life.

Important Safeguarding Information for all Applicants:

Previous Employment

- In completing the enclosed application, please ensure that you provide a full history in chronological order since leaving secondary education.
- Please include periods of any post-secondary education or training.
- Please include part-time and voluntary work as well as full-time employment, with start and end dates.
- Ensure you give explanations for periods not in employment, education or training, and reasons for leaving employment.
- Any employment with an agency must show the agency as the employer and not the school where the work was carried out.

References

- Please give the name of at least two referees as applicable to the instructions in the vacancy details, one of whom should be your current or most recent employer.
- If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances.
- If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.
- References will not be accepted from relatives or from people writing solely in the capacity of friends.

Disclosure

- The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, as well as cautions, warnings, reprimands and bind-overs, for any offence (not just those involving children) which for other purposes are 'spent' under the provisions of the Act.
- You should disclose any previous convictions, cautions, warnings, reprimands and bind-overs.
- Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs could result in dismissal should it be subsequently discovered.
- Any information given will be entirely confidential and will be considered only in relation to this application.

Sending us your application

Please post or email your application with supporting statement, to arrive **no later than 3pm on Friday 7th January** to: Sharon Crawford, School Admin Officer, Meridian Primary School, Old Woolwich Road, Greenwich, London, SE10 9NY sao@meridian.greenwich.sch.uk

Shortlisting and interviews

- Shortlisted candidates will be informed by telephone or email.
- Interviews will be held on **Wednesday 12th January 2022**.
- As part of the interview process, candidates will be required to prepare a short presentation and submit a short written task.